

### Managing Absence Balances Overview

There are various reasons why an entitlement balance adjustment may be required. Some examples include:

- An employee is granted a special absence that needs to be added (e.g., Annual Leave Incentive, Employee Recognition, Educational Leave)
- An exception to a current absence
- A retroactive change that is unable to process automatically
- Clearing out leave balances when an employee terminates
- An employee donating leave or receiving donated leave

### Table of Contents

|  |    |
|--|----|
| Entering a New Absence Entitlement.....                          | 2  |
| Manually Adjusting an Existing Absence Entitlement Balance ..... | 6  |
| Zeroing Out Leave Balances.....                                  | 11 |
| Zeroing Out Compensatory and Overtime Leave Balances.....        | 12 |
| Adjusting Compensatory and Overtime Leave Balances.....          | 18 |
| Leave Donation Process .....                                     | 22 |
| Returning Unused Leave Donation Time .....                       | 28 |
| Transferring From one Agency to Another Agency.....              | 33 |
| References Validating Absence Balances.....                      | 38 |



### Entering a New Absence Entitlement

1. To enter a new absence entitlement for an employee, navigate to the **Absences** page using the following path:

**Navigator > Global Payroll & Absence Mgmt > Payee Data > Adjust Balances > Absences**

The **Absences Search** page displays.

**Absences**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**▼ Search Criteria**

Empl ID

begins with

Empl Record

=

Pay Group

begins with

Calendar ID

begins with

Name

begins with

Period Begin Date


>=

Period End Date

<=

☐ Case Sensitive

Limit the number of results to (up to 300):

[Basic Search](#)  [Save Search Criteria](#)

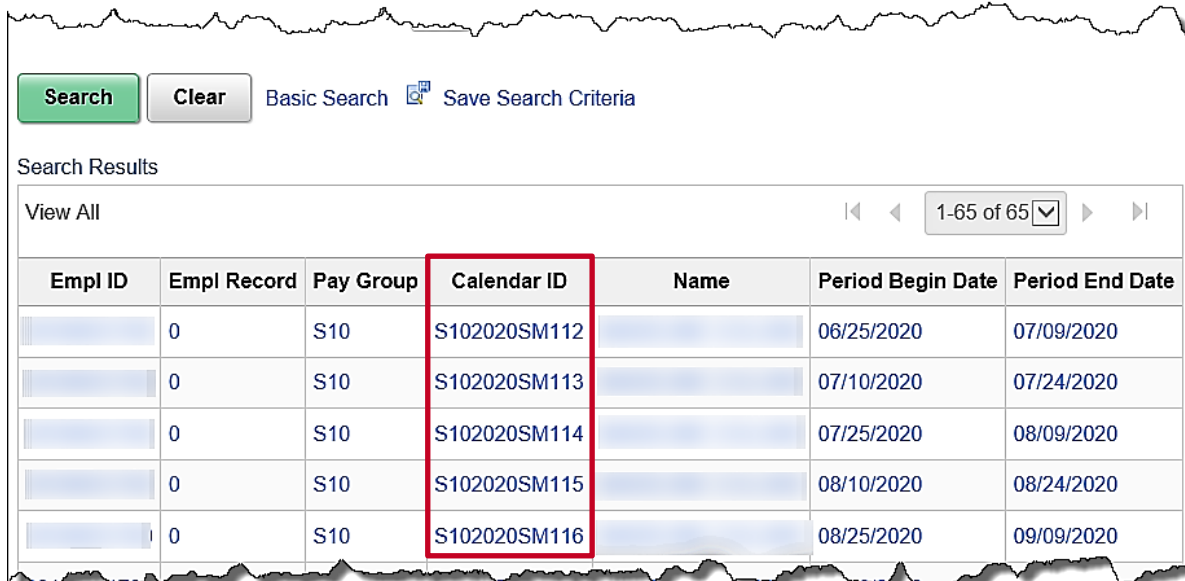
2. Enter the Employee ID or name of the employee for whom you are adding an Absence Entitlement for in the corresponding field.
3. Enter/select the applicable value for one of the following fields:
  - a. **Calendar ID:** Parameter for the Absence Calculation process that identifies the pay period for which the new entitlement should be made effective. It can be a past, current, or future pay period.
  - b. **Period Begin Date:** The pay period begin date when the new entitlement should be effective.
  - c. **Period End Date:** The pay period end date of when the new entitlement should be effective.
4. Click the **Search** button.



## Time & Attendance Job Aid

### TA374 Managing Absence Balances

The search results (Calendar IDs available for the employee) display in the bottom portion of the page.



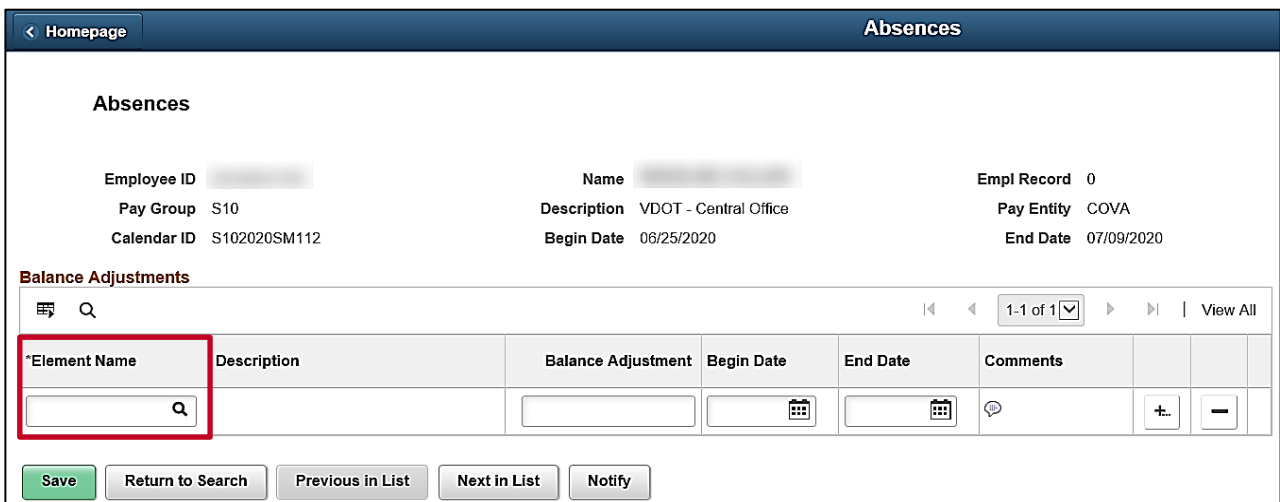
Search Results

View All 1-65 of 65

| Empl ID | Empl Record | Pay Group | Calendar ID  | Name | Period Begin Date | Period End Date |
|---------|-------------|-----------|--------------|------|-------------------|-----------------|
|         | 0           | S10       | S102020SM112 |      | 06/25/2020        | 07/09/2020      |
|         | 0           | S10       | S102020SM113 |      | 07/10/2020        | 07/24/2020      |
|         | 0           | S10       | S102020SM114 |      | 07/25/2020        | 08/09/2020      |
|         | 0           | S10       | S102020SM115 |      | 08/10/2020        | 08/24/2020      |
|         | 0           | S10       | S102020SM116 |      | 08/25/2020        | 09/09/2020      |

5. Select the applicable Calendar ID for the effective date of the change by clicking the corresponding link in the **Calendar ID** column.

The **Absences** page displays for the applicable Calendar ID.



< Homepage Absences

**Absences**

Employee ID [redacted] Name [redacted] Empl Record 0  
Pay Group S10 Description VDOT - Central Office Pay Entity COVA  
Calendar ID S102020SM112 Begin Date 06/25/2020 End Date 07/09/2020

**Balance Adjustments**

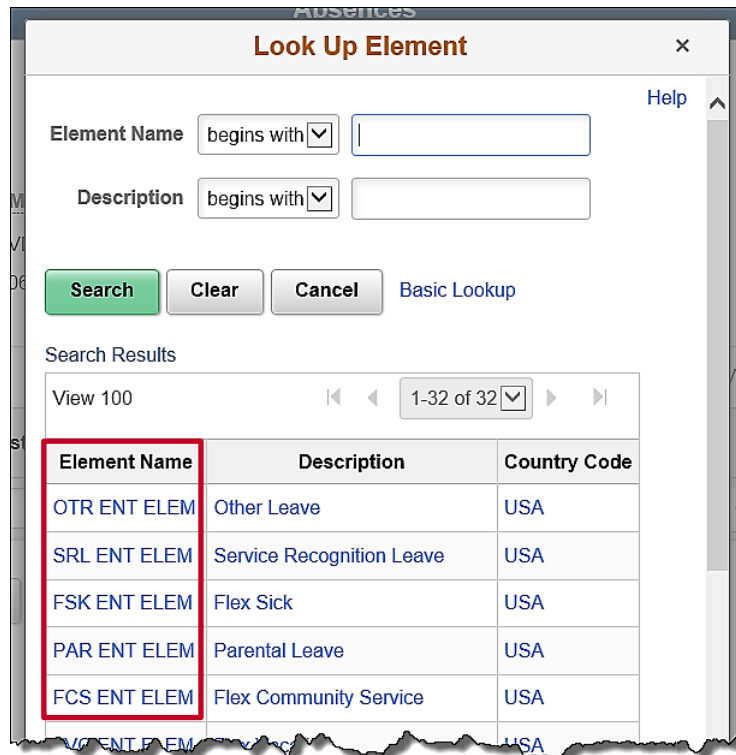
1-1 of 1 View All

| *Element Name        | Description | Balance Adjustment   | Begin Date           | End Date             | Comments             |                      |                      |
|----------------------|-------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> |             | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Save Return to Search Previous in List Next in List Notify

6. The header section of the page populates based on the Calendar ID previously selected. Review the information to confirm that the correct selection was made.
7. Click the **Element Name** field **Look up** icon.

The **Look Up Element** page displays in a pop-up window.



**Look Up Element**

Element Name begins with

Description begins with

**Search** **Clear** **Cancel** [Basic Lookup](#)

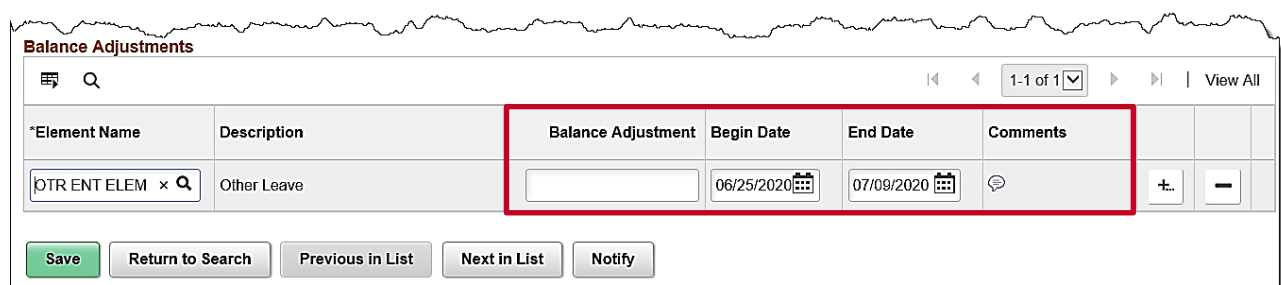
Search Results

View 100 1-32 of 32

| Element Name                 | Description               | Country Code |
|------------------------------|---------------------------|--------------|
| <a href="#">OTR ENT ELEM</a> | Other Leave               | USA          |
| <a href="#">SRL ENT ELEM</a> | Service Recognition Leave | USA          |
| <a href="#">FSK ENT ELEM</a> | Flex Sick                 | USA          |
| <a href="#">PAR ENT ELEM</a> | Parental Leave            | USA          |
| <a href="#">FCS ENT ELEM</a> | Flex Community Service    | USA          |

- Select the applicable entitlement type (Element Name) by clicking the corresponding link in the **Element Name** column.

The **Absences** page displays with the selected Element Name and the **Description** field defaults based on the **Element Name** selected.



**Balance Adjustments**

1-1 of 1 View All

| *Element Name                | Description | Balance Adjustment   | Begin Date | End Date   | Comments |
|------------------------------|-------------|----------------------|------------|------------|----------|
| <a href="#">OTR ENT ELEM</a> | Other Leave | <input type="text"/> | 06/25/2020 | 07/09/2020 |          |

**Save** **Return to Search** **Previous in List** **Next in List** **Notify**

- Enter the number of hours for the entitlement in the **Balance Adjustment** field as a positive number.
- The **Begin Date** and **End Date** fields default based on the Calendar ID previously selected. Click the icon in the **Comments** field.



## Time & Attendance Job Aid

### TA374 Managing Absence Balances

The **PI for Absence Entitlement** page displays in a pop-up window.

11. Enter a brief comment in the **Comments** field regarding the adjustment.
12. Click the **OK** button.

The **Absences** page displays.

13. If additional Absence Entitlements need to be entered for the same period, click the **Add a Row** icon (+) and repeat steps 7 – 12. If not, proceed to step 14.
14. Click the **Save** button.

**Note:** Entitlements added in the current open period and prior periods will be processed the next time the Absence Calculation process runs (daily).

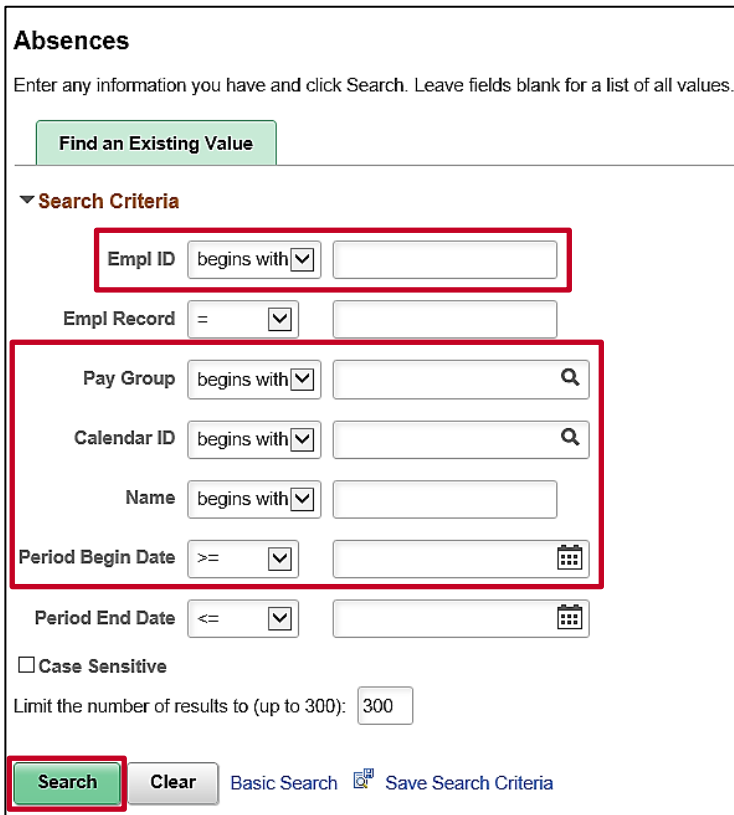
### Manually Adjusting an Existing Absence Entitlement Balance

When an employee has an existing Absence Entitlement that needs to be adjusted, you will use the **Absences** page to make the adjustment.

1. Navigate to the **Absences** page using the following path:

**Navigator > Global Payroll & Absence Mgmt > Payee Data > Adjust Balance > Absences**

The **Absences Search** page displays.



The screenshot shows the 'Absences' search interface. At the top, there's a header 'Absences' and a sub-header 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a green button labeled 'Find an Existing Value'. The main section is titled 'Search Criteria' with a dropdown arrow. It contains several search fields: 'Empl ID' with a 'begins with' dropdown and a text input; 'Empl Record' with an equals sign dropdown and a text input; 'Pay Group' with a 'begins with' dropdown, a text input, and a magnifying glass icon; 'Calendar ID' with a 'begins with' dropdown, a text input, and a magnifying glass icon; 'Name' with a 'begins with' dropdown and a text input; 'Period Begin Date' with a '>=' dropdown, a text input, and a calendar icon; and 'Period End Date' with a '<=' dropdown, a text input, and a calendar icon. There is also a checkbox for 'Case Sensitive' and a text input for 'Limit the number of results to (up to 300):' with the value '300' entered. At the bottom, there is a green 'Search' button, a grey 'Clear' button, and links for 'Basic Search' and 'Save Search Criteria'.

2. Enter the Employee ID or name of the employee for whom you are making the adjustment for in the corresponding field.
3. Enter/select the applicable Pay Group using the **Pay Group Look Up** icon.
4. Enter/select the applicable value for one of the following fields:
  - a. **Calendar ID:** Parameter for the Absence Calculation process that identifies the pay period for which the adjustment should be made effective. It can be a past, current, or future pay period.
  - b. **Period Begin Date:** The pay period begin date when the absence should be effective.
5. Click the **Search** button.



## Time & Attendance Job Aid

### TA374 Managing Absence Balances

The search results (Calendar IDs available for the employee) display in the bottom portion of the page.

Search [Search] Clear Basic Search Save Search Criteria

Search Results

View All 1-65 of 65

| Empl ID | Empl Record | Pay Group | Calendar ID  | Name | Period Begin Date | Period End Date |
|---------|-------------|-----------|--------------|------|-------------------|-----------------|
|         | 0           | S10       | S102020SM112 |      | 06/25/2020        | 07/09/2020      |
|         | 0           | S10       | S102020SM113 |      | 07/10/2020        | 07/24/2020      |
|         | 0           | S10       | S102020SM114 |      | 07/25/2020        | 08/09/2020      |
|         | 0           | S10       | S102020SM115 |      | 08/10/2020        | 08/24/2020      |
|         | 0           | S10       | S102020SM116 |      | 08/25/2020        | 09/09/2020      |
|         |             | S10       | S102020SM117 |      | 09/10/2020        | 09/24/2020      |

6. Select the applicable Calendar ID for the effective date of the change by clicking the corresponding link in the **Calendar ID** column.

The **Absences** page displays for the applicable Calendar ID.

< Homepage Absences

Absences

Employee ID

Name

Empl Record 0

Pay Group S10

Description VDOT - Central Office

Pay Entity COVA

Calendar ID S102020SM112

Begin Date 06/25/2020

End Date 07/09/2020

Balance Adjustments

1-1 of 1 View All

| *Element Name | Description | Balance Adjustment | Begin Date | End Date | Comments |
|---------------|-------------|--------------------|------------|----------|----------|
|               |             |                    |            |          |          |

Save Return to Search Previous in List Next in List Notify

7. The header section of the **Absences** page populates based on the Calendar ID previously selected. Review the information to confirm that the correct selection was made.
8. Click the **Element Name** field **Look up** icon.



## Time & Attendance Job Aid

### TA374 Managing Absence Balances

The **Look Up Element** page displays in a pop-up window.

The 'Look Up Element' pop-up window contains search filters for 'Element Name' and 'Description', both set to 'begins with'. It includes 'Search', 'Clear', and 'Cancel' buttons, along with a 'Basic Lookup' link. Below the search area is a 'Search Results' section showing a table of 32 results. The first six results are highlighted with a red box:

| Element Name                 | Description               | Country Code |
|------------------------------|---------------------------|--------------|
| <a href="#">OTR ENT ELEM</a> | Other Leave               | USA          |
| <a href="#">SRL ENT ELEM</a> | Service Recognition Leave | USA          |
| <a href="#">FSK ENT ELEM</a> | Flex Sick                 | USA          |
| <a href="#">PAR ENT ELEM</a> | Parental Leave            | USA          |
| <a href="#">FCS ENT ELEM</a> | Flex Community Service    | USA          |
| <a href="#">FVC ENT ELEM</a> | Flex Vacation             | USA          |

9. Select the applicable entitlement type (Element Name) being adjusted by clicking the corresponding link in the **Element Name** column.

The **Absences** page displays with the selected Element Name and the **Description** field defaults based on the Element Name selected.

The 'Absences' page shows employee information (Employee ID, Name, Pay Group, Calendar ID, Description, Begin Date, Empl Record, Pay Entity, End Date). Below this is the 'Balance Adjustments' section, which includes a table with a red box highlighting the 'Balance Adjustment' column and the 'Begin Date' and 'End Date' columns. The table shows a single row for 'VAC ENT ELEM' with a balance adjustment of 0, a begin date of 06/25/2020, and an end date of 07/09/2020.

| *Element Name | Description | Balance Adjustment | Begin Date | End Date   | Comments |
|---------------|-------------|--------------------|------------|------------|----------|
| VAC ENT ELEM  | Vacation    | 0                  | 06/25/2020 | 07/09/2020 |          |





## Time & Attendance Job Aid

### TA374 Managing Absence Balances

- Enter the number of hours being adjusted in the **Balance Adjustment** field.

**Note:** This is the number of hours you want to adjust the balance by (not the number of hours you want the balance to be). Increases are entered as a positive number and decreases are entered as a negative number (enter – (minus) in front of the number of hours you want deducted from the balance).

- The **Begin Date** and **End Date** fields default based on the Calendar ID previously selected. Click the icon in the **Comments** field.

The **PI for Absence Entitlement** page displays in a pop-up window.

**PI for Absence Entitlement**

**Absence Comments**

Empl ID: [Redacted] Name: [Redacted] Empl Record: 0

Pay Group: S10 Description: VDOT - Central Office

Calendar ID: S102020SM112 Begin Date: 06/25/2020 End Date: 07/09/2020

Element Name: VAC ENT ELEM Description: Vacation Balance Adjustment: 10.000000

**Additional Information/ Adjustment Comments**

Comments: [Text Input Area]

Last Update User ID: [Redacted] Last Update Date/Time: [Redacted]

**OK** Cancel

- Enter a brief comment in the **Comments** field regarding the reason for the adjustment.
- Click the **OK** button.



## Time & Attendance Job Aid

### TA374 Managing Absence Balances

The **Absences** page displays.

The screenshot shows the 'Absences' page with the following details:

- Absences** section:
  - Employee ID: [Redacted]
  - Pay Group: S10
  - Calendar ID: S102020SM112
  - Name: [Redacted]
  - Description: VDOT - Central Office
  - Begin Date: 06/25/2020
  - Empl Record: 0
  - Pay Entity: COVA
  - End Date: 07/09/2020
- Balance Adjustments** section:
  - Search: [Icon] [Input]
  - Table:

| *Element Name       | Description | Balance Adjustment | Begin Date            | End Date              | Comments |              |              |
|---------------------|-------------|--------------------|-----------------------|-----------------------|----------|--------------|--------------|
| VAC ENT ELEM [Icon] | Vacation    | 10.000000          | 06/25/2020 [Calendar] | 07/09/2020 [Calendar] | [Icon]   | [Red Box: +] | [Red Box: -] |
  - Buttons: [Red Box: Save], Return to Search, Previous in List, Next in List, Notify

14. If additional Absence Entitlement balances need to be adjusted for the same period, click the **Add a Row** icon (+) and repeat steps 8 – 13. If not, proceed to step 15.
15. Click the **Save** button.

**Note:** Adjustments made in the current open period and prior periods will be processed the next time the Absence Calculation process runs (daily).

#### Zeroing Out Leave Balances

To zero out leave balances, follow the steps outlined in the **Manually Adjusting an Existing Absence Entitlement Balance** section of this job aid. Follow those steps and apply these additional guidelines:

- **Calendar Period:** For a terminated employee, select the period that contains the employee's last day worked
- **Balance Adjustment** field: Enter the number of hours equal to the employee's current entitlement balance as a negative number
- **Comments** field: Enter a comment pertaining to the reason for zeroing out the balance (e.g., employee terminated)



## Time & Attendance Job Aid

### TA374 Managing Absence Balances

#### Zeroing Out Compensatory and Overtime Leave Balances

1. Navigate to the **Timesheet** page using the following path:

**Navigator > Manager Self Service > Time Management > Report Time > Timesheet**

The **Timesheet Summary** page displays.

The screenshot shows the 'Timesheet Summary' page with a form for 'Employee Selection Criteria'. The form includes fields for 'Time Reporter Group', 'Employee ID', 'Last Name', 'First Name', 'Business Unit', 'Job Code', 'Department', 'Reports To Position Number', 'Location Code', 'Workgroup', and 'Position Number'. Each field has a search icon. To the right of the form are three buttons: 'Get Employees' (highlighted with a red box), 'Clear Criteria', and 'Save Criteria'. The 'Employee ID' field is also highlighted with a red box.

2. Enter the Employee ID or name of the employee for whom you are zeroing out balances for in the corresponding field.

**Note:** You can search by Employee Record or Name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.

3. Click the **Get Employees** button.

The search results display within the **Employees For** section in the bottom portion of the page.

The screenshot shows the 'Employees For' section with a table of search results. The table has columns: Last Name, First Name, Employee ID, Empl Record, Reported Hours, Hours to be Approved, Scheduled Hours, Exception, Reported Absence, Hours Approved or Submitted, and Denied Hours. The first row of data shows: Last Name (highlighted with a red box), First Name, Employee ID, Empl Record (0), Reported Hours (16.00), Hours to be Approved (0.00), Scheduled Hours (40.00), Exception, Reported Absence, Hours Approved or Submitted (16.00), and Denied Hours (0.00). Below the table are links: 'Approve Reported Time', 'Approve Absence', 'Manager Self Service', and 'Time Management'.

4. Click the **Last Name** link for the applicable employee.



## Time & Attendance Job Aid

### TA374 Managing Absence Balances

The **Timesheet** page displays for the applicable employee with the **Reported Time Status** tab displayed by default.

**Timesheet**

Employee ID [redacted]  
Empl Record 0  
Time Reporting Type Positive  
Earliest Change Date 11/11/2019

**Select Another Timesheet**

\*View By Week [dropdown]  
\*Date 06/15/2020 [calendar icon]  
Previous Week Next Week  
Reported Hours 16.00

From Monday 06/15/2020 to Sunday 06/21/2020

| Mon 6/15 | Tue 6/16 | Wed 6/17 | Thu 6/18 | Fri 6/19 | Sat 6/20 | Sun 6/21 | Total | Time Reporting Code          | *Taskgroup | Business Unit | Telecommu |
|----------|----------|----------|----------|----------|----------|----------|-------|------------------------------|------------|---------------|-----------|
|          |          |          |          | 16.00    |          |          | 16.00 | CPO - Comp Time Leave Payout | VDOTCOMREQ | 50100         |           |

Save for Later Submit

Reported Time Status Summary **Leave / Compensatory Time** Absence Exceptions

**Reported Time Status**

1-1 of 1

| Date       | Reported Status | Total | TRC | Description            | Add Comments |
|------------|-----------------|-------|-----|------------------------|--------------|
| 06/19/2020 | Submitted       | 16.00 | CPO | Comp Time Leave Payout |              |

5. Use the fields within the **Select Another Timesheet** section as needed to select the Timesheet for the week that contains the employee's last day of work.
6. Click the **Leave / Compensatory Time** tab.

The **Leave / Compensatory Time** tab displays.

**Timesheet**

Employee ID [redacted]  
Empl Record 0  
Time Reporting Type Positive  
Earliest Change Date 11/11/2019

**Select Another Timesheet**

\*View By Week [dropdown]  
\*Date 06/15/2020 [calendar icon]  
Previous Week Next Week  
Reported Hours 16.00

From Monday 06/15/2020 to Sunday 06/21/2020

| Mon 6/15 | Tue 6/16 | Wed 6/17 | Thu 6/18 | Fri 6/19 | Sat 6/20 | Sun 6/21 | Total | Time Reporting Code | *Taskgroup | Business Unit | Telecommu |
|----------|----------|----------|----------|----------|----------|----------|-------|---------------------|------------|---------------|-----------|
|          |          |          |          |          |          |          |       |                     | VDOTCOMREQ | 50100         |           |

Save for Later Submit

Reported Time Status Summary **Leave / Compensatory Time** Absence Exceptions

**Leave and Compensatory Time Balances**

1-1 of 1

| Plan Type | Plan       | Recorded Balance | Minimum Allowed | Maximum Allowed | View Detail |
|-----------|------------|------------------|-----------------|-----------------|-------------|
| Comp Time | COMP_LEAVE | 16.00            | 0               | 120             |             |

- Enter the number of hours being paid out (equal to current balance) in the applicable date field (employee's last day of work).

**Note:** You may enter values greater than 24 hours on that day in order to accommodate a full payout.

- Select the “**CPO**” code for Comp Leave payout or the “**OPO**” code for Overtime Leave Payout in the **Time Reporting Code (TRC)** field.
- Scroll to the right side of the page

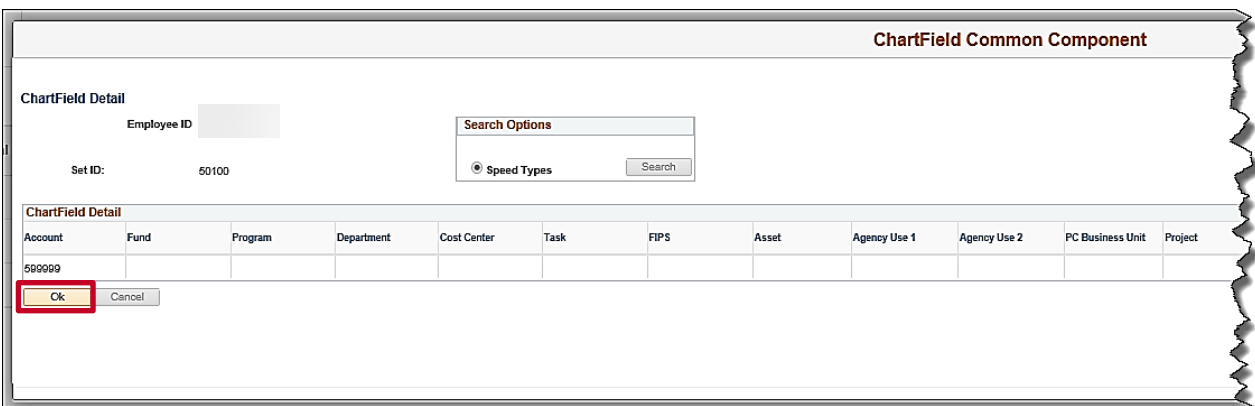
The rest of the **Timesheet** page displays.



| Business Unit | Telework | Agency Value | ChartFields                 |   |   |
|---------------|----------|--------------|-----------------------------|---|---|
| 50100         |          |              | <a href="#">ChartFields</a> | + | - |

- If the **ChartField** link displays on the Timesheet page and is required, click the **ChartFields** link.
- If the Timesheet does not contain a **ChartFields** link, proceed to step 13.

The **Chartfield Detail** page displays in a pop-up window.



**ChartField Common Component**

**ChartField Detail**

Employee ID: [ ]

Set ID: 50100

Search Options: ☒ Speed Types

| Account | Fund | Program | Department | Cost Center | Task | FIPS | Asset | Agency Use 1 | Agency Use 2 | PC Business Unit | Project |
|---------|------|---------|------------|-------------|------|------|-------|--------------|--------------|------------------|---------|
| 569999  |      |         |            |             |      |      |       |              |              |                  |         |

- Click the **OK** button to accept the default values that display and return to the **Timesheet** page.



## Time & Attendance Job Aid

### TA374 Managing Absence Balances

The **Timesheet** page displays.

**Timesheet**

Employee ID: [Redacted]  
Empl Record: 0  
Time Reporting Type: Positive  
Earliest Change Date: 11/11/2019

Select Another Timesheet

\*View By: Week  
\*Date: 06/15/2020  
Reported Hours: 16.00

From Monday 06/15/2020 to Sunday 06/21/2020

| Mon 6/15 | Tue 6/16 | Wed 6/17 | Thu 6/18 | Fri 6/19 | Sat 6/20 | Sun 6/21 | Total | Time Reporting Code          | *Taskgroup | Business Unit | Telecommute |
|----------|----------|----------|----------|----------|----------|----------|-------|------------------------------|------------|---------------|-------------|
|          |          |          |          | 16.00    |          |          | 16.00 | CPO - Comp Time Leave Payout | VDOTCOMREQ | 50100         |             |

Save for Later **Submit**

Reported Time Status Summary Leave / Compensatory Time Absence Exceptions

Leave and Compensatory Time Balances

| Plan Type | Plan       | Recorded Balance | Minimum Allowed | Maximum Allowed | View Detail |
|-----------|------------|------------------|-----------------|-----------------|-------------|
| Comp Time | COMP_LEAVE | 16.00            | 0               | 120             |             |

13. Click the **Submit** button.

The **Submit Confirmation** page displays.

**Submit Confirmation**

✓ The Submit was successful.  
Time for the Week of 2020-06-15 to 2020-06-21 is submitted

**OK**

14. Click the **OK** button.



## Time & Attendance Job Aid

### TA374 Managing Absence Balances

15. The **Timesheet** page displays.

Reported Hours 16.00

From Monday 06/15/2020 to Sunday 06/21/2020 ⓘ

| Mon<br>6/15 | Tue<br>6/16 | Wed<br>6/17 | Thu<br>6/18 | Fri<br>6/19 | Sat<br>6/20 | Sun<br>6/21 | Total | Time Reporting Code          | *Taskgroup | Business Unit |
|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------|------------------------------|------------|---------------|
|             |             |             |             | 16.00       |             |             | 16.00 | CPO - Comp Time Leave Payout | VDOTCOMREQ | 50100         |

Save for Later Submit

Reported Time Status Summary Leave / Compensatory Time Absence Exceptions

Reported Time Status

1-1 of 1

| Date       | Reported Status | Total | TRC | Description            | Add Comments |
|------------|-----------------|-------|-----|------------------------|--------------|
| 06/19/2020 | Submitted       | 16.00 | CPO | Comp Time Leave Payout |              |

Return to Select Employee  
Approve Absence  
Manager Self Service  
Time Management

16. Click the icon in the **Add Comments** field.

The **TR Comments** page displays in a pop-up window.

TR Comments

Comments

Employee ID

Employment Record 0

Actions

Note

Comment history cannot be altered or removed. Once you select OK to leave the page or select Apply for one or more entered comment, you will not be able to alter or remove those comments later.

Comments related to time entered for 06/19/2020

1-1 of 1

| Date       | User ID | DateTime Created   | Source         | Comment |
|------------|---------|--------------------|----------------|---------|
| 06/19/2020 |         | 06/22/2020 11:25AM | Time Reporting |         |

Add Comment

OK Cancel Apply

17. Enter a brief comment in the **Comment** field regarding the adjustment.

18. Click the **OK** button.





## Time & Attendance Job Aid

### TA374 Managing Absence Balances

The **Timesheet** page displays.

The screenshot shows the 'Timesheet' page with the following elements:

- Employee Information:** Employee ID, Empl Record 0, Time Reporting Type Positive, Earliest Change Date 11/11/2019.
- Actions:** Select Another Timesheet.
- Date Selection:** \*View By Week, \*Date 06/15/2020, Reported Hours 16.00.
- Table:** From Monday 06/15/2020 to Sunday 06/21/2020. The table shows days of the week and corresponding time values. The 'Total' column shows 16.00. The 'Time Reporting Code' is CPO - Comp Time Leave Payout. The 'Taskgroup' is VDOTCOMREQ. The 'Business Unit' is 50100.
- Buttons:** Save for Later, Submit (highlighted with a red box).
- Reported Time Status:** A table showing the status of the reported time. The table has columns for Date, Reported Status, Total, TRC, Description, and Add Comments. The data row shows 06/19/2020, Submitted, 16.00, CPO, Comp Time Leave Payout, and a comment icon.

19. Click the **Submit** button to submit the time for processing.

**Note:** See the section of this Job Aid titled **References Validating Absence Balances** for a list of reports, queries, and other Job Aids to reference for validating that adjustments and leave balances processed as expected.



## Time & Attendance Job Aid

### TA374 Managing Absence Balances

#### Adjusting Compensatory and Overtime Leave Balances

1. Begin by navigating to the employee **Timesheet** page using the following path:

**Navigator > Manager Self Service > Time Management > Report Time > Timesheet**

The **Timesheet Summary** page displays.

The screenshot shows the 'Timesheet Summary' page. At the top, there is a navigation bar with '< Homepage' and 'Timesheet'. Below this, the page title 'Report Time' is followed by 'Timesheet Summary'. A section titled 'Employee Selection' is expanded, showing a table with 'Employee Selection Criteria'. The table has two columns: 'Selection Criterion' and 'Selection Criterion Value'. The 'Employee ID' row is highlighted with a red box. To the right of the table, there are three buttons: 'Get Employees' (highlighted with a red box), 'Clear Criteria', and 'Save Criteria'.

| Selection Criterion        | Selection Criterion Value |
|----------------------------|---------------------------|
| Time Reporter Group        | <input type="text"/>      |
| Employee ID                | <input type="text"/>      |
| Last Name                  | <input type="text"/>      |
| First Name                 | <input type="text"/>      |
| Business Unit              | <input type="text"/>      |
| Job Code                   | <input type="text"/>      |
| Department                 | <input type="text"/>      |
| Reports To Position Number | <input type="text"/>      |
| Location Code              | <input type="text"/>      |
| Workgroup                  | <input type="text"/>      |
| Position Number            | <input type="text"/>      |

2. Enter the employee ID in the **Employee ID** field.

**Note:** You can also search by Employee Record or Name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.

3. Click the **Get Employees** button.



## Time & Attendance Job Aid

### TA374 Managing Absence Balances

The search results display within the **Employees For** section in the bottom portion of the page.

Employees For [redacted] Totals From 06/22/2020 - 06/28/2020

1-1 of 1

Time Summary Demographics

| Last Name  | First Name | Employee ID | Empl Record | Reported Hours | Hours to be Approved | Scheduled Hours | Exception | Reported Absence | Hours Approved or Submitted | Denied Hours |
|------------|------------|-------------|-------------|----------------|----------------------|-----------------|-----------|------------------|-----------------------------|--------------|
| [redacted] | [redacted] | [redacted]  | 0           | 0.00           | 0.00                 | 40.00           |           |                  | 0.00                        | 0.00         |

Approve Reported Time  
Approve Absence  
Manager Self Service  
Time Management

- Click the **Last Name** link for the applicable employee.

The **Timesheet** page displays for the applicable employee with the **Reported Time Status** tab displayed by default.

Timesheet

Employee ID [redacted]  
Empl Record 0  
Time Reporting Type Exception  
Earliest Change Date 11/19/2019

Select Another Timesheet

\*View By [Week] Previous Week Next Week  
\*Date 06/15/2020  
Scheduled Hours 40.00 Reported Hours 0.00

| Mon 6/15 | Tue 6/16 | Wed 6/17 | Thu 6/18 | Fri 6/19 | Sat 6/20 | Sun 6/21 | Total | Time Reporting Code | *Taskgroup | Business Unit | Telework | Agency Value | CharFields |   |   |
|----------|----------|----------|----------|----------|----------|----------|-------|---------------------|------------|---------------|----------|--------------|------------|---|---|
|          |          |          |          |          |          |          |       |                     | 50190CCRG  | 50109         |          |              | CharFields | + | - |
|          |          |          |          |          |          |          |       |                     | 50190CCRG  | 50109         |          |              | CharFields | + | - |
|          |          |          |          |          |          |          |       |                     | 50190CCRG  | 50109         |          |              | CharFields | + | - |

Save for Later Submit Apply Schedule

Reported Time Status Summary Leave / Compensatory Time Absence Exceptions Payable Time

Reported Time Status

1-1 of 1

| Date | Total    | TRC | Description | Sched Hrs | Comments |
|------|----------|-----|-------------|-----------|----------|
|      | 0.000000 |     |             | 0.00      |          |

- Use the fields within the **Select Another Timesheet** section as needed to select the Timesheet for the week or day where you want the adjustment to be effective.
- Enter the number of Compensatory leave adjustment hours in the appropriate day field.
- Select the appropriate Time Reporting Code (TRC) using the **Time Reporting Code** field dropdown button.
- Scroll down on the **Timesheet** page as needed.



## Time & Attendance Job Aid

### TA374 Managing Absence Balances

The remainder of the page displays.

The screenshot shows the 'Timesheet' page for an employee. The 'Reported Time Status' table has one entry for 06/19/2020 with status 'Submitted', total hours 16.00, and description 'Comp Time Leave Payout'. The 'Add Comments' column in this table is highlighted with a red box.

| Date       | Reported Status | Total | TRC | Description            | Add Comments |
|------------|-----------------|-------|-----|------------------------|--------------|
| 06/19/2020 | Submitted       | 16.00 | CPO | Comp Time Leave Payout |              |

9. Click the icon in the **Add Comments** field.

The **TR Comments** page displays in a pop-up window.

The screenshot shows the 'TR Comments' pop-up window. It displays a table of comments related to the time entered for 06/19/2020. The 'Comment' column in the table is highlighted with a red box.

| Date       | User ID | DateTime Created   | Source         | Comment |
|------------|---------|--------------------|----------------|---------|
| 06/19/2020 |         | 06/22/2020 11:25AM | Time Reporting |         |

At the bottom of the window, there are buttons for 'Add Comment', 'OK', 'Cancel', and 'Apply'. The 'OK' button is highlighted with a red box.

10. Enter a brief comment in the **Comment** field regarding the adjustment.



## Time & Attendance Job Aid

### TA374 Managing Absence Balances

11. Click the **OK** button to return to the **Timesheet** page.

The **Timesheet** page displays.

The screenshot shows the 'Timesheet' page with the following elements:

- Header:** Navigation bar with '< Homepage' and 'Timesheet'.
- Employee Information:** Employee ID, Empl Record (0), Time Reporting Type (Positive), and Earliest Change Date (11/11/2019).
- Select Another Timesheet:** A section with a '\*View By' dropdown set to 'Week', a '\*Date' field set to '06/15/2020', and links for 'Previous Week' and 'Next Week'. Below this, it shows 'Reported Hours 16.00'.
- Weekly Grid:** A table showing data from Monday 06/15/2020 to Sunday 06/21/2020. The 'Total' row shows 16.00 hours for Friday 6/19.
- Buttons:** 'Save for Later' and a red-bordered 'Submit' button.
- Reported Time Status:** A section with tabs for 'Reported Time Status', 'Summary', 'Leave / Compensatory Time', 'Absence', and 'Exceptions'. Below the tabs is a table with the following data:

| Date       | Reported Status | Total | TRC | Description            | Add Comments |
|------------|-----------------|-------|-----|------------------------|--------------|
| 06/19/2020 | Submitted       | 16.00 | CPO | Comp Time Leave Payout |              |

12. Repeat steps 6 - 11 for each leave type that needs to be adjusted on this Timesheet.

13. Click the **Submit** button to submit the time for processing. No additional approval is required.

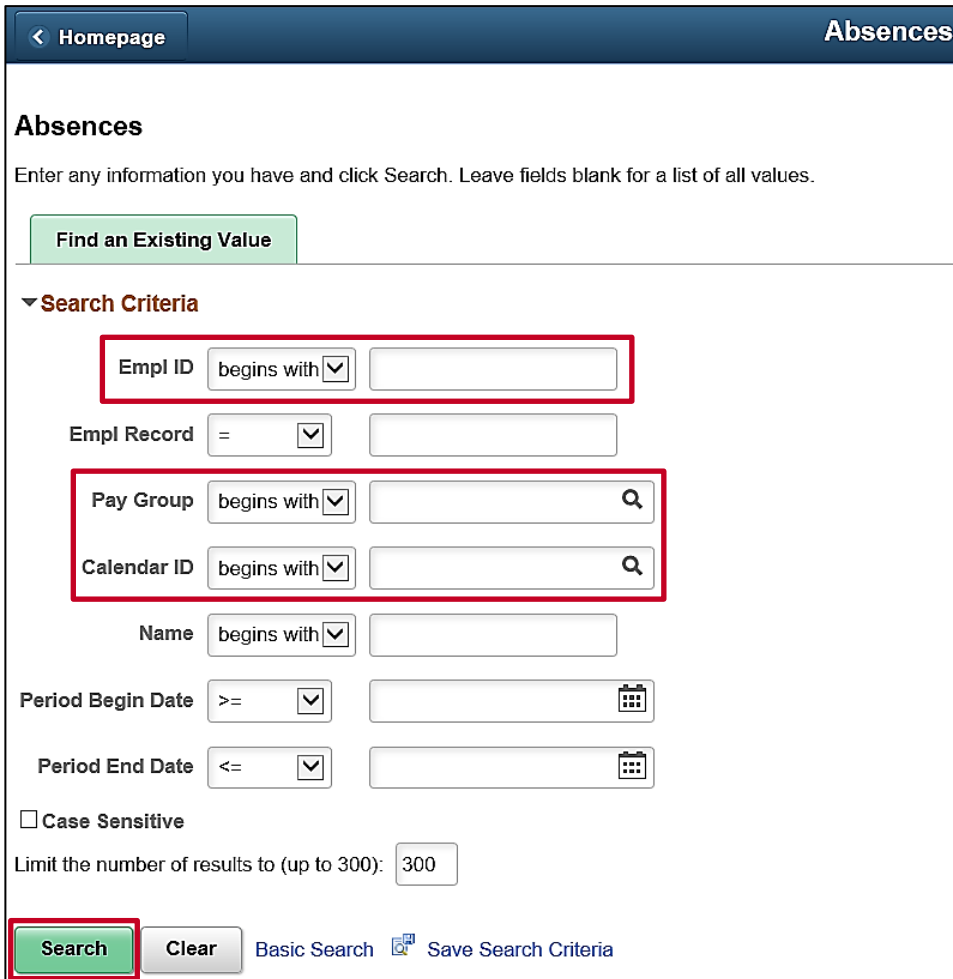
**Note:** Use the fields within the **Select Another Timesheet** section as needed to navigate to the Timesheet for another adjustment after submitting the adjustments for this Timesheet.

### Leave Donation Process

1. Navigate to the **Absences** page using the following path:

**Navigator > Global Payroll & Absence Mgmt > Payee Data > Adjust Balances > Absences**

The **Absences Search** page displays.



2. Enter the Employee ID in the **Empl ID** field for the employee that is donating leave.  
**Note:** You can also search by Employee Record or Name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.
3. Enter or select the applicable Pay Group using the **Pay Group Look Up** icon.
4. Enter/select the Calendar ID or period begin date using the corresponding field.
5. Click the **Search** button.



## Time & Attendance Job Aid

### TA374 Managing Absence Balances

The **Absences** page displays for the applicable employee.

**Absences**

Employee ID [redacted] Name [redacted] Empl Record 0

Pay Group SEMIMNTHLY Description Semi-Monthly Salaried AM Pay Entity COVA

Calendar ID SMLV201924 Begin Date 12/25/2019 End Date 01/09/2020

**Balance Adjustments**

| *Element Name        | Description | Balance Adjustment   | Begin Date           | End Date             | Comments             |
|----------------------|-------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> |             | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Save Return to Search Notify

- The Header section populates based on the data entered on the **Absences Search** page. Review the information to confirm that the correct selection was made.
- Enter/select "**DLR DON ELEM**" in the **Element Name** field.

The **Absences** page refreshes.

**Absences**

Employee ID [redacted] Name [redacted] Empl Record 0

Pay Group SEMIMNTHLY Description Semi-Monthly Salaried AM Pay Entity COVA

Calendar ID SMLV201924 Begin Date 12/25/2019 End Date 01/09/2020

**Balance Adjustments**

| *Element Name | Description                  | Balance Adjustment   | Begin Date | End Date   | Comments             |
|---------------|------------------------------|----------------------|------------|------------|----------------------|
| DLR ENT ELEM  | Donated Leave Rec (Lv Share) | <input type="text"/> | 12/25/2019 | 01/09/2020 | <input type="text"/> |

Save Return to Search Previous in List Next in List Notify

- The **Description** field defaults based on the element name selection. The **Begin Date** and **End Date** fields default based on the Calendar ID selection. Do not change.
- Enter the hours being donated as a positive number in the **Balance Adjustment** field.
- Click the icon in the **Comments** field.



## Time & Attendance Job Aid

### TA374 Managing Absence Balances

The **PI for Absence Entitlement** page displays in a pop-up window.

**PI for Absence Entitlement**

Help

**Absence Comments**

Empl ID: [redacted] Name: [redacted] Empl Record: 0

Pay Group: SEMIMNTHLY Description: Semi-Monthly Salaried AM

Calendar ID: SMLV201924 Begin Date: 12/25/2019 End Date: 01/09/2020

Element Name: DLR DON ELEM Description: DLR Donate Element Balance Adjustment: 16.000000

**Additional Information/ Adjustment Comments**

Comments: [text input field]

Last Update User ID: [redacted] Last Update Date/Time: [redacted]

**OK** Cancel

11. Enter a brief comment in the **Comments** field.

12. Click the **OK** button.

The **Absences** page displays.

**Absences**

Employee ID [redacted] Name [redacted] Empl Record 0

Pay Group SEMIMNTHLY Description Semi-Monthly Salaried AM Pay Entity COVA

Calendar ID SMLV201924 Begin Date 12/25/2019 End Date 01/09/2020

**Balance Adjustments**

1-1 of 1 | View All

| *Element Name | Description                  | Balance Adjustment | Begin Date | End Date   | Comments |
|---------------|------------------------------|--------------------|------------|------------|----------|
| DLR ENT ELEM  | Donated Leave Rec (Lv Share) | 16                 | 12/25/2019 | 01/09/2020 |          |

**Save** **Return to Search** Previous in List Next in List Notify

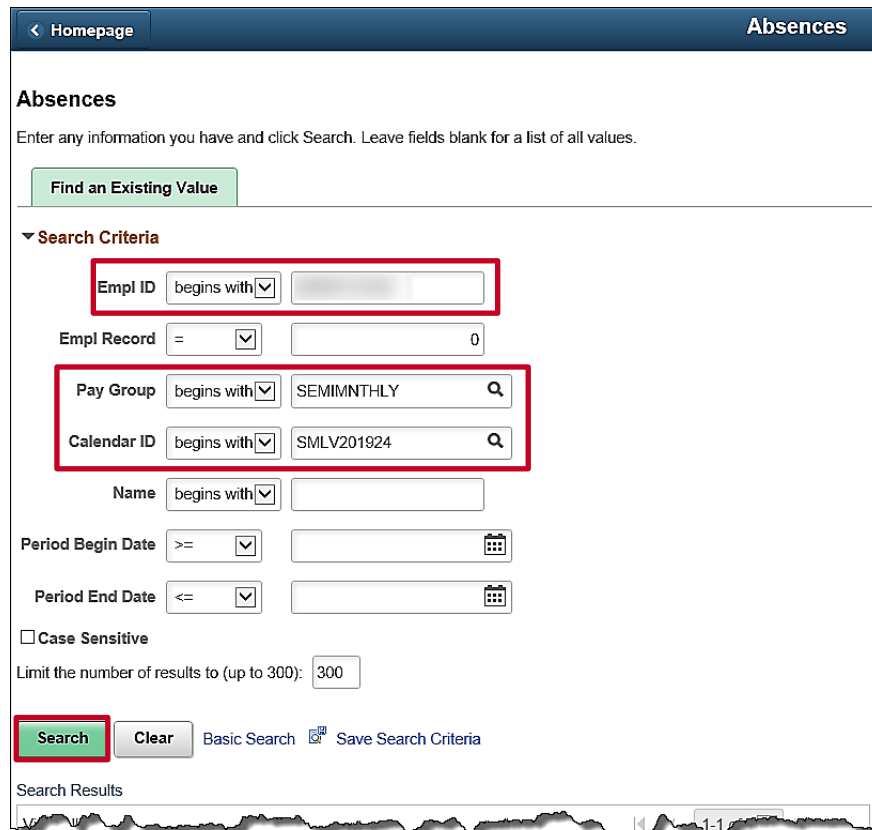
13. Click the **Save** button.

You have completed the adjustment for the donor. Now the adjustment must be made for the recipient.

14. Click the **Return to Search** button.



The **Absences Search** page displays.



15. Delete the donor's Employee ID in the **Empl ID** field.

**Note:** If you use the **Clear** button, capture the Calendar ID first as the Calendar ID of the leave recipient should match the Calendar ID for the person who donated leave.

16. Enter the recipient's Employee ID in the **Empl ID** field.
17. The **Pay Group** field should be changed or entered based on the Pay Group of the recipient.
18. The Calendar ID should match the Calendar ID entered for the person who donated the leave.
19. Click the **Search** button.



## Time & Attendance Job Aid

### TA374 Managing Absence Balances

The **Absences** page displays for the employee who will receive the donated leave.

**Absences**

Employee ID [REDACTED] Name [REDACTED] Empl Record 0  
Pay Group SEMIMNTHLY Description Semi-Monthly Salaried AM Pay Entity COVA  
Calendar ID SMLV201924 Begin Date 12/25/2019 End Date 01/09/2020

**Balance Adjustments**

| *Element Name        | Description | Balance Adjustment   | Begin Date           | End Date             | Comments             |                      |                      |
|----------------------|-------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> |             | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Save Return to Search Previous in List Next in List Notify

20. The Header section populates based on the data entered on the **Absences Search** page. Review the information to confirm that the correct selection was made

21. Enter/select “DLR REC ELEM” In the **Element Name** field.

The **Absences** page refreshes.

**Absences**

Employee ID [REDACTED] Name [REDACTED] Empl Record 0  
Pay Group SEMIMNTHLY Description Semi-Monthly Salaried AM Pay Entity COVA  
Calendar ID SMLV201924 Begin Date 12/25/2019 End Date 01/09/2020

**Balance Adjustments**

| *Element Name | Description         | Balance Adjustment   | Begin Date | End Date   | Comments             |                      |                      |
|---------------|---------------------|----------------------|------------|------------|----------------------|----------------------|----------------------|
| DLR REC ELEM  | DLR Receive Element | <input type="text"/> | 12/25/2019 | 01/09/2020 | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Save Return to Search Previous in List Next in List Notify

22. The **Description** field defaults based on the element name selection. The **Begin Date** and **End Date** fields default based on the Calendar ID selection. Do not change.

23. Enter the hours being received as a positive number in the **Balance Adjustment** field.

24. Click the icon in the **Comments** field.



## Time & Attendance Job Aid

### TA374 Managing Absence Balances

The **PI for Absence Entitlement** page displays in a pop-up window.

**PI for Absence Entitlement**

Absence Comments

Empl ID: [redacted] Name: [redacted] Empl Record: 0

Pay Group: SEMIMNTHLY Description: Semi-Monthly Salaried AM

Calendar ID: SMLV201924 Begin Date: 12/25/2019 End Date: 01/09/2020

Element Name: DLR REC ELEM Description: DLR Receive Element Balance Adjustment: 16.000000

Additional Information/ Adjustment Comments

Comments: [text area]

Last Update User ID: [redacted] Last Update Date/Time: [redacted]

**OK** Cancel

25. Enter a brief comment in the **Comments** field.

26. Click the **OK** button.

The **Absences** page displays.

**Absences**

Employee ID [redacted] Name [redacted] Empl Record 0

Pay Group SEMIMNTHLY Description Semi-Monthly Salaried AM Pay Entity COVA

Calendar ID SMLV201924 Begin Date 12/25/2019 End Date 01/09/2020

Balance Adjustments

| *Element Name | Description         | Balance Adjustment | Begin Date | End Date   | Comments       |
|---------------|---------------------|--------------------|------------|------------|----------------|
| DLR REC ELEM  | DLR Receive Element | 16.000000          | 12/25/2019 | 01/09/2020 | [comment icon] |

**Save** Return to Search Previous in List Next in List Notify

27. Click the **Save** button. The adjustment process for leave donation is complete.



### Returning Unused Leave Donation Time

1. In the event that an employee does not use all the donated leave, hours not used can be returned to the donor using the Absences page. Navigate to the **Absences** page by following this path:

**Navigator > Global Payroll & Absence Mgmt > Payee Data > Adjust Balances > Absences**

The **Absences Search** page displays.

2. Enter the employee ID in the **Empl ID** field for the employee who donated hours that were not fully used by the recipient.
3. Enter the applicable Pay Group for the donor in the **Pay Group** field.
4. Enter the Calendar ID in the **Calendar ID** field or the period begin date in the **Period Begin Date** field.  
**Note:** This is the period the leave should be returned to the original donor(s) in.
5. Click the **Search** button.



## Time & Attendance Job Aid

### TA374 Managing Absence Balances

The **Absences** page displays for the applicable employee with the original donation information.

**Absences**

Employee ID: [redacted] Name: [redacted] Empl Record: 0  
Pay Group: SEMIMNTHLY Description: Semi-Monthly Salaried AM Pay Entity: COVA  
Calendar ID: SMLV201924 Begin Date: 12/25/2019 End Date: 01/09/2020

**Balance Adjustments**

| *Element Name | Description        | Balance Adjustment | Begin Date | End Date   | Comments |
|---------------|--------------------|--------------------|------------|------------|----------|
| DLR DON ELEM  | DLR Donate Element | 16.0               | 12/25/2019 | 01/09/2020 |          |

Buttons: Save, Return to Search, Notify

- Update the **Balance Adjustment** field by overwriting the original number of hours donated with the number of hours being returned (entered as a negative number).
- Click the icon in the **Comments** field.

The **PI for Absence Entitlement** page displays in a pop-up window.

**PI for Absence Entitlement**

Absence Comments

Empl ID: [redacted] Name: [redacted] Empl Record: 0  
Pay Group: SEMIMNTHLY Description: Semi-Monthly Salaried AM  
Calendar ID: SMLV201924 Begin Date: 12/25/2019 End Date: 01/09/2020  
Element Name: DLR DON ELEM Description: DLR Donate Element Balance Adjustment: -4.000000

Additional Information/ Adjustment Comments

Comments: [text area]

Last Update User ID: [redacted] Last Update Date/Time: 06/23/2020 2:35:32PM

Buttons: OK, Cancel

- Enter a brief comment in the **Comments** field.
- Click the **OK** button.



## Time & Attendance Job Aid

### TA374 Managing Absence Balances

The **Absences** page displays.

The screenshot shows the 'Absences' page with a header bar containing a 'Homepage' link and the title 'Absences'. Below the header, there are fields for Employee ID, Name, Empl Record, Pay Group, Description, Pay Entity, Calendar ID, Begin Date, and End Date. The 'Balance Adjustments' section features a table with columns: \*Element Name, Description, Balance Adjustment, Begin Date, End Date, and Comments. A row is visible for 'DLR DON ELEM' with a balance adjustment of -4.000000. At the bottom, there are buttons for 'Save', 'Return to Search', and 'Notify'. The 'Save' button is highlighted with a red box.

| *Element Name | Description        | Balance Adjustment | Begin Date | End Date   | Comments |
|---------------|--------------------|--------------------|------------|------------|----------|
| DLR DON ELEM  | DLR Donate Element | -4.000000          | 12/25/2019 | 01/09/2020 |          |

10. Click the **Save** button.

Next, the adjustment must be made for the recipient to remove the unused hours.

11. Click the **Return to Search** button.

The **Absences Search** page displays.

The screenshot shows the 'Absences Search' page. It has a header bar with 'Homepage' and 'Absences'. Below the header, there is a section for 'Search Criteria' with various input fields and dropdown menus. The 'Empl ID' field is highlighted with a red box. Other fields include 'Empl Record', 'Pay Group', 'Calendar ID', 'Name', 'Period Begin Date', 'Period End Date', and 'Case Sensitive'. At the bottom, there are buttons for 'Search' and 'Clear'. The 'Search' button is highlighted with a red box.

Find an Existing Value

▼ Search Criteria

Empl ID begins with [ ] x

Empl Record = [ ] 0

Pay Group begins with [ ] SEMIMNTHLY

Calendar ID begins with [ ] SMLV201924

Name begins with [ ]

Period Begin Date >= [ ]

Period End Date <= [ ]

☐ Case Sensitive

Limit the number of results to (up to 300): 300

**Search** Clear Basic Search Save Search Criteria

Search Results



## Time & Attendance Job Aid

### TA374 Managing Absence Balances

12. Delete the donor's Employee ID in the **Empl ID** field.

**Note:** If you use the **Clear** button, capture the Calendar ID first as the Calendar ID of the leave recipient should match the Calendar ID for the person who donated leave.

13. Enter the Employee ID in the **Empl ID** field for the employee returning the donated leave.
14. The **Pay Group** field should be changed or entered based on the Pay Group of the recipient.
15. The Calendar ID should match the Calendar ID entered for the person who donated the leave.
16. Click the **Search** button.

The **Absences** page displays for the applicable employee with the original leave receipt information.

The screenshot shows the 'Absences' page with the following details:

- Employee ID:** [Redacted]
- Name:** [Redacted]
- Empl Record:** 0
- Pay Group:** SEMIMNTHLY
- Description:** Semi-Monthly Salaried AM
- Pay Entity:** COVA
- Calendar ID:** SMLV201924
- Begin Date:** 12/25/2019
- End Date:** 01/09/2020

**Balance Adjustments Table:**

| *Element Name | Description         | Balance Adjustment | Begin Date | End Date   | Comments |
|---------------|---------------------|--------------------|------------|------------|----------|
| DLR REC ELEM  | DLR Receive Element | 16.000000          | 12/25/2019 | 01/09/2020 |          |

Buttons at the bottom: Save, Return to Search, Notify.

17. Update the **Balance Adjustment** field by overwriting the original number of hours received with the number of hours being returned (entered as a negative number).
18. Click the icon in the **Comments** field.



## Time & Attendance Job Aid

### TA374 Managing Absence Balances

The **PI for Absence Entitlement** page displays.

**PI for Absence Entitlement**

**Absence Comments**

Empl ID: [redacted] Name: [redacted] Empl Record: 0

Pay Group: SEMIMNTHLY Description: Semi-Monthly Salaried AM

Calendar ID: SMLV201924 Begin Date: 12/25/2019 End Date: 01/09/2020

Element Name: DLR REC ELEM Description: DLR Receive Element Balance Adjustment: -4.000000

**Additional Information/ Adjustment Comments**

Comments:

Last Update User ID: [redacted] Last Update Date/Time: 06/23/2020 4:17:51PM

**OK** **Cancel**

19. Enter a brief comment in the **Comments** field.

20. Click the **OK** button.

The **Absences** page displays.

**Absences**

Employee ID [redacted] Name [redacted] Empl Record 0

Pay Group SEMIMNTHLY Description Semi-Monthly Salaried AM Pay Entity COVA

Calendar ID SMLV201924 Begin Date 12/25/2019 End Date 01/09/2020

**Balance Adjustments**

| *Element Name | Description         | Balance Adjustment | Begin Date | End Date   | Comments |
|---------------|---------------------|--------------------|------------|------------|----------|
| DLR REC ELEM  | DLR Receive Element | -4.0               | 12/25/2019 | 01/09/2020 |          |

**Save** **Return to Search** **Notify**

21. Click the **Save** button. The adjustment process for returning unused leave donation is complete.

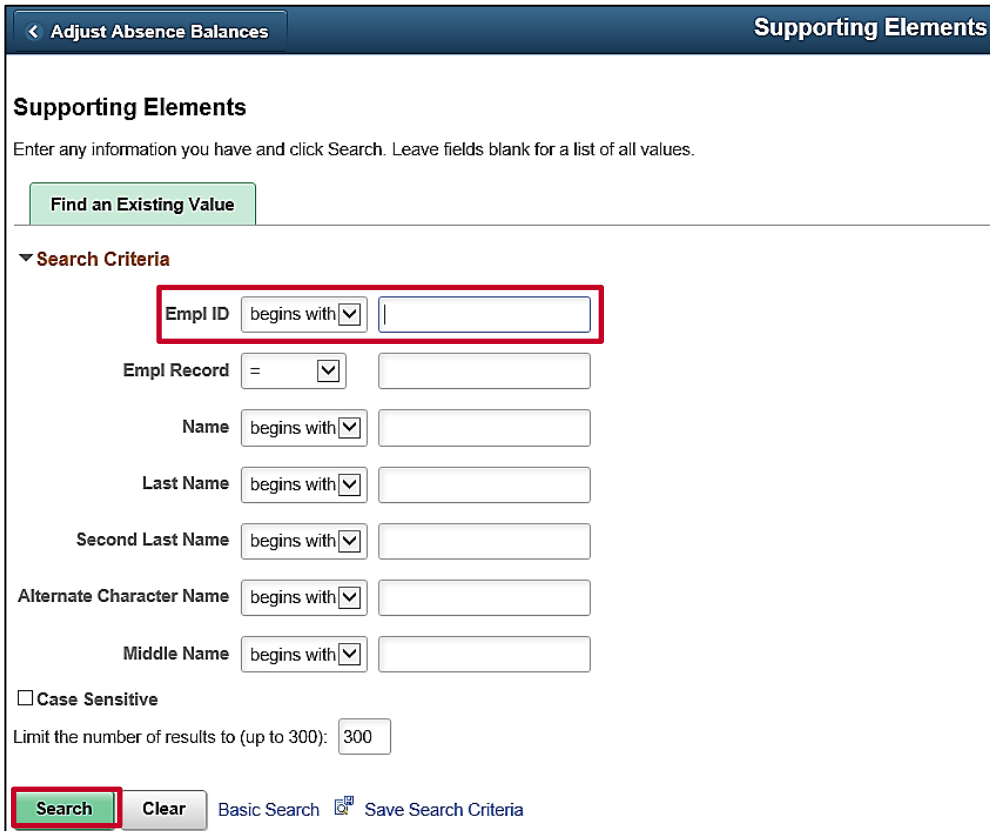


### Transferring From one Agency to Another Agency

- To transfer Annual Leave or Traditional Sick time balances for an employee being transferred to another State Agency, navigate to the **Supporting Elements** page by following this path:

**Navigator > Global Payroll & Absence Mgmt > Payee Data > Create Overrides > Supporting Elements**

The **Supporting Elements Search** page displays.



- Enter the **Empl ID** or your search criteria.

**Note:** You can search by Employee Record or Name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.

- Click the **Search** button.



## Time & Attendance Job Aid

### TA374 Managing Absence Balances

The **Supporting Elements** page displays for the applicable employee with the **Elements/Dates** tab displayed by default.

**Supporting Elements**

Employee ID [REDACTED] Empl Record 0 Name [REDACTED]

**Payee Supporting Element Override List**

1-10 of 56 | View All

| Element Type | Element Name       | Description                   | *Begin Date | End Date   |   |   |
|--------------|--------------------|-------------------------------|-------------|------------|---|---|
| Variable     | ALI V_CNV_ADJ_PIN  | ALI Cnv Yr Adj YTD Balance    | 11/24/2011  | 11/24/2011 | + | - |
| Variable     | ALI V_CNV_BBAL_PIN | ALI Cnv Yr Beginning Balance  | 11/24/2011  | 11/24/2011 | + | - |
| Variable     | ALI V_CNV_EYTD_PIN | ALI Cnv Yr Earned YTD Balance | 11/24/2011  | 11/24/2011 | + | - |
| Variable     | ALI V_CNV_TYTD_PIN | ALI Cnv Yr Taken YTD Balance  | 11/24/2011  | 11/24/2011 | + | - |

4. Click the first **Add a New Row** icon.

A new row displays on the **Supporting Elements** page.

**Supporting Elements**

Employee ID [REDACTED] Empl Record 0 Name [REDACTED]

**Payee Supporting Element Override List**

1-10 of 57 | View All

| Element Type | Element Name       | Description                  | *Begin Date | End Date   |   |   |
|--------------|--------------------|------------------------------|-------------|------------|---|---|
| Variable     | ALI V_CNV_ADJ_PIN  | ALI Cnv Yr Adj YTD Balance   | 11/24/2011  | 11/24/2011 | + | - |
|              |                    |                              | 07/02/2020  |            | + | - |
| Variable     | ALI V_CNV_BBAL_PIN | ALI Cnv Yr Beginning Balance | 11/24/2011  | 11/24/2011 | + | - |

5. Select an Element Type of **"Variable"** in the new row using the dropdown button.



## Time & Attendance Job Aid

### TA374 Managing Absence Balances

The **Supporting Elements** page displays.

**Supporting Elements**

Employee ID [REDACTED] Empl Record 0 Name [REDACTED]

**Payee Supporting Element Override List**

Elements/Dates Values

| Element Type | Element Name       | Description                  | *Begin Date | End Date   |   |   |
|--------------|--------------------|------------------------------|-------------|------------|---|---|
| Variable     | ALI V_CNV_ADJ_PIN  | ALI Cnv Yr Adj YTD Balance   | 11/24/2011  | 11/24/2011 | + | - |
| Variable     |                    |                              | 07/02/2020  |            | + | - |
| Variable     | ALI V_CNV_BBAL_PIN | ALI Cnv Yr Beginning Balance | 11/24/2011  | 11/24/2011 | + | - |

- Click the **Element Name** field **Look up** icon. The **Element Name** field for the new row is now editable.

The **Look Up Element** page displays in a pop-up window.

**Look Up Element**

Element Name begins with [REDACTED]

Description begins with [REDACTED]

Search Clear Cancel Basic Lookup

Search Results

View 100 1-11 of 11

| Element Name       | Description         | Country Code |
|--------------------|---------------------|--------------|
| V FMLA EMP/FAM BAL | V FMLA EMP/FAM BAL  | USA          |
| V FMLA MILITARY BA | V FMLA MILITARY BAL | USA          |
| V FMLA ROLLOVER BA | V FMLA ROLLOVER BA  | USA          |
| V SCK FMLA TAKE BA | V SCK FMLA TAKE BA  | USA          |
| V SCK XFR ADJ      | V SCK XFR ADJ       | USA          |
| V SDP FMLA TAKE BA | V SDP FMLA TAKE BA  | USA          |
| V STD TAKE BAL DAY | V STD TAKE BAL DAY  | USA          |
| V STD VAC ACR LMT  | V STD VAC ACR LMT   | USA          |
| V VAC XFR ADJ      | V VAC XFR ADJ       | USA          |
| V WCL TAKE BAL DAY | V WCL TAKE BAL DAY  | USA          |

- Select **"V VAC XFER ADJ"** to update the vacation time balance or select **"V SCK XFR ADJ"** to update the sick time balance.



## Time & Attendance Job Aid

### TA374 Managing Absence Balances

The **Supporting Elements** page displays.

**Supporting Elements**

Employee ID  Empl Record 0 Name

**Payee Supporting Element Override List**

1-10 of 57 | View All

Elements/Dates **Values**

| Element Type | Element Name       | Description                  | *Begin Date | End Date   |   |   |
|--------------|--------------------|------------------------------|-------------|------------|---|---|
| Variable     | ALI V_CNV_ADJ_PIN  | ALI Cnv Yr Adj YTD Balance   | 11/24/2011  | 11/24/2011 | + | - |
| Variable     | V VAC XFR ADJ      | V VAC XFR ADJ                | 07/02/2020  |            | + | - |
| Variable     | ALI V_CNV_BBAL_PIN | ALI Cnv Yr Beginning Balance | 11/24/2011  | 11/24/2011 | + | - |

- The **Begin Date** field defaults to the current system date. Update as needed using the **Calendar** icon.

**Note:** This date determines the date upon which the transferred balance can be used by the employee and should be the beginning date for the employee's first pay period at your agency/company.

- Select the end date of the employee's first pay period at your agency/company in the **End Date** field using the **Calendar** icon.
- Click the **Values** tab.



## Time & Attendance Job Aid

### TA374 Managing Absence Balances

The **Values** tab displays on the **Supporting Elements** page.

**Supporting Elements**

Employee ID  Empl Record 0 Name

**Payee Supporting Element Override List**

1-10 of 61 [View All](#)

| Element Type                              | Element Name  | Numeric Value  |                                  |                                  |
|---|---|--|----------------------------------|----------------------------------|
| Variable <input type="button" value="v"/> | ALI V_CNV_ADJ_PIN <input type="button" value="q"/>  | <input type="text" value="0.000000"/> <input type="button" value="x"/> | <input type="button" value="+"/> | <input type="button" value="-"/> |
| Variable <input type="button" value="v"/> | V VAC XFR ADJ <input type="button" value="q"/>      | <input type="text" value="16.0000"/> <input type="button" value="x"/>  | <input type="button" value="+"/> | <input type="button" value="-"/> |
| Variable <input type="button" value="v"/> | ALI V_CNV_BBAL_PIN <input type="button" value="q"/> | <input type="text" value="0.000000"/> <input type="button" value="x"/> | <input type="button" value="+"/> | <input type="button" value="-"/> |
| Variable <input type="button" value="v"/> | ALI V_CNV_EYTD_PIN <input type="button" value="q"/> | <input type="text" value="0.000000"/> <input type="button" value="x"/> | <input type="button" value="+"/> | <input type="button" value="-"/> |
| Variable <input type="button" value="v"/> | ALI V_CNV_TYTD_PIN <input type="button" value="q"/> | <input type="text" value="0.000000"/> <input type="button" value="x"/> | <input type="button" value="+"/> | <input type="button" value="-"/> |
| Variable <input type="button" value="v"/> | BMO V_CNV_ADJ_PIN <input type="button" value="q"/>  | <input type="text" value="0.000000"/> <input type="button" value="x"/> | <input type="button" value="+"/> | <input type="button" value="-"/> |
| Variable <input type="button" value="v"/> | BMO V_CNV_BBAL_PIN <input type="button" value="q"/> | <input type="text" value="0.000000"/> <input type="button" value="x"/> | <input type="button" value="+"/> | <input type="button" value="-"/> |
| Variable <input type="button" value="v"/> | BMO V_CNV_EYTD_PIN <input type="button" value="q"/> | <input type="text" value="0.000000"/> <input type="button" value="x"/> | <input type="button" value="+"/> | <input type="button" value="-"/> |
| Variable <input type="button" value="v"/> | BMO V_CNV_TYTD_PIN <input type="button" value="q"/> | <input type="text" value="0.000000"/> <input type="button" value="x"/> | <input type="button" value="+"/> | <input type="button" value="-"/> |
| Variable <input type="button" value="v"/> | CPT V_CNV_ADJ_PIN <input type="button" value="q"/>  | <input type="text" value="0.000000"/> <input type="button" value="x"/> | <input type="button" value="+"/> | <input type="button" value="-"/> |

11. Enter the number of hours the employee is transferring from the other agency in the **Numeric Value** field for the corresponding row.
12. Click the **Save** button.

#### **References Validating Absence Balances**

Absence Management Administrators should confirm that all adjustments processed as expected and validate the employee's balances after the next Absence Calculation process has run. Below is a list of tools available and all can be found on the Cardinal Project website:

- **Employee Leave Report** – see the Job Aid titled **HCM Reports Catalog**
- **Absence Accumulator Results** query – see the Job Aid titled **HCM Reports Catalog**
- **Terminated EE with Leave Balance** query – see the Job Aid titled **HCM Reports Catalog**
- **Results by Calendar/Calendar Group** online pages – see the Job Aid titled **TA374 Results by Calendar/Calendar Group** for more details
- **View Absence Balances** using online pages – see the course titled **TA374 Absence Management Maintenance** for more details